

IIF Project Notification & Information Form

To: Clara Meskauskas

Date: January 25, 2010

Description of Project: Recognition Luncheon – Safe Hours Milestone for Combined Workforce 2MM hours - February 9, 2010 Luncheon for Refinery Population at the Cafeteria

- I. Theme
 - a. Combined Workforce Safe Hours Milestone
 - b. Incident & Injury Free “Every Task, The Right Way, Every Time”
- II. Activity
 - a. Tuesday: Luncheon with Managers and Supervisors serving
- III. Expectations
 - a. Attend Recognition Luncheon and understand why we are recognizing our safe work hours and reinforce “Every Task, The Right Way, Every Time”

Notes/ Feedback from Refinery General Manager: